

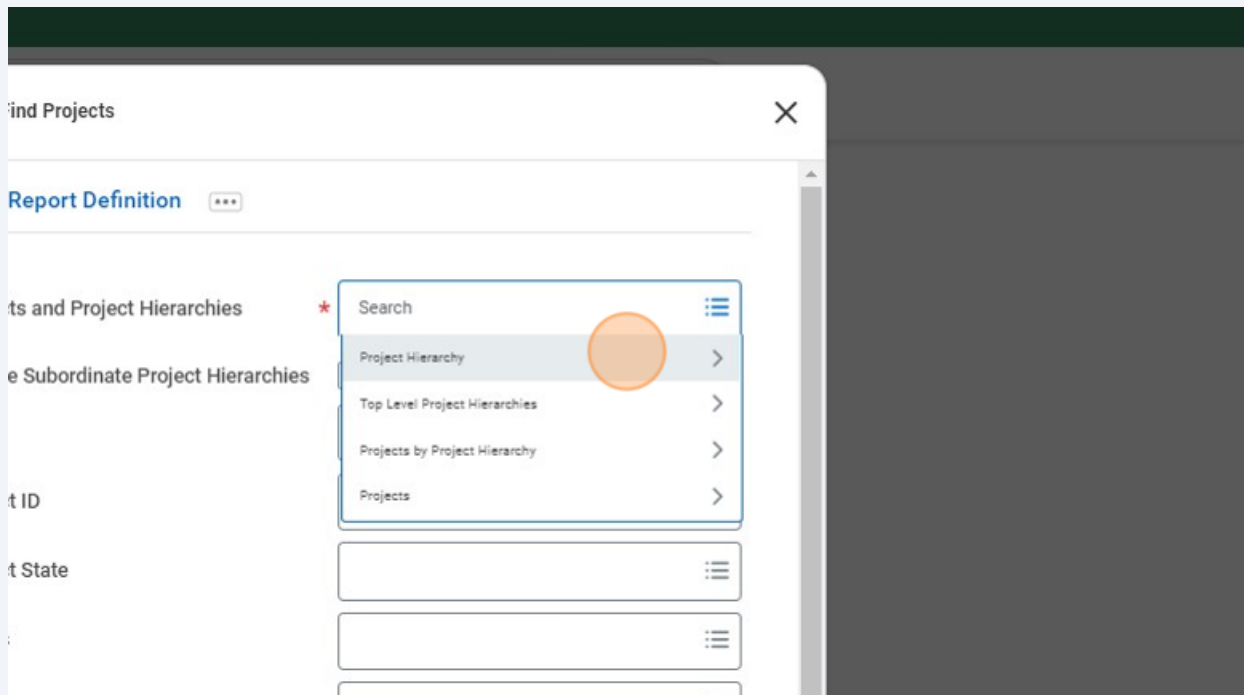
How To Amend An Approved Project

1

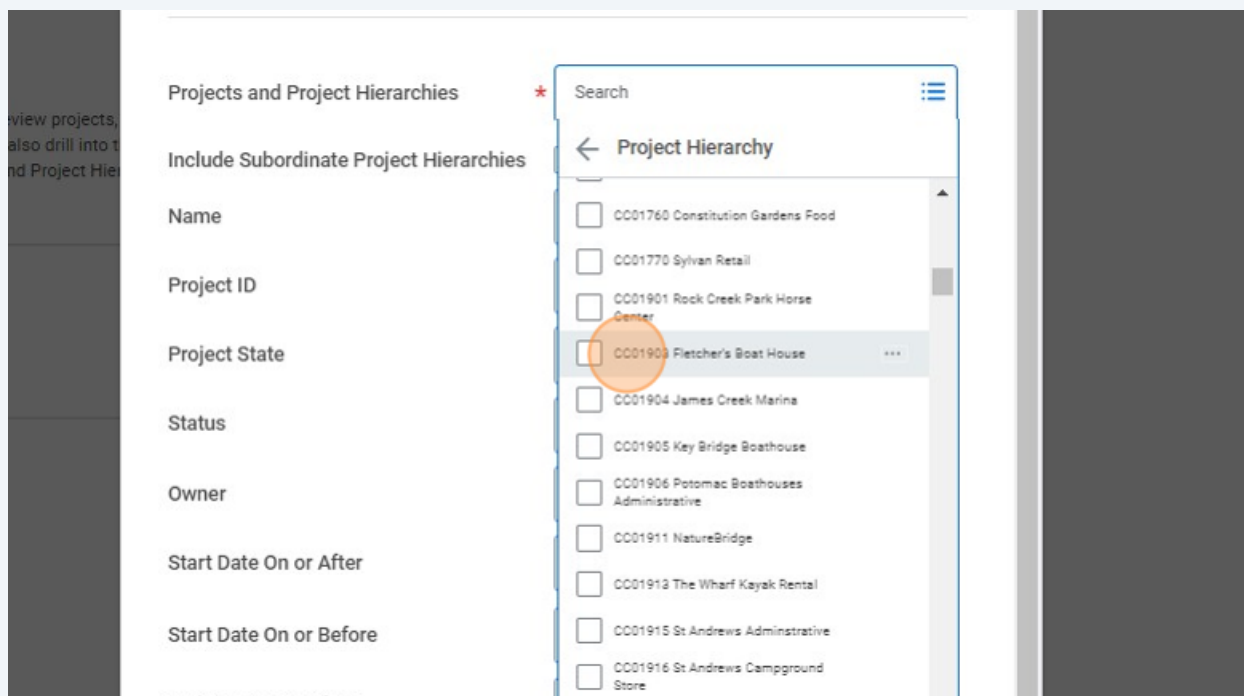
In Search Box, type "GSI - Find Projects". Click on "GSI - Find Projects" under Tasks and Reports.

The screenshot displays the 'Implementation - guestservices3' application. The top navigation bar includes a 'MENU' icon and the 'GUEST SERVICES' logo. A search bar on the right contains the text 'GS'. The left sidebar shows a 'Saved Categories' section with 'People' (0) and 'Tasks and Reports' (1). Below this is a 'More Categories' section. The main content area is titled 'Tasks and Reports' and features a link for 'GSI - Find Projects' (highlighted with an orange circle), which is a 'Report'. A 'Report Definition' link is also present. The definition text states: 'This advanced report enables managers to find and review projects, including overview information, dates, status, owner, and percent complete. They can also drill into the project details for more information. ~Projects ~ data source. Required prompt: Projects and Project Hierarchies.' At the bottom, a message box asks 'Didn't find what you were looking for?' and suggests searching under 'More Categories' with a corresponding link.

- 2 Click on "Projects and Project Hierarchies" field, then select "Project Hierarchy".



- 3 Select your Cost Center.



- 4 Check "Include Subordinate Project Hierarchies" box.

The screenshot shows a dialog box titled "GSI - Find Projects" with a close button (X) in the top right corner. Below the title bar is a section labeled "View Report Definition" with a three-dot menu icon. The main content area contains a list of project hierarchies. The first item is "CC01903 Fletcher's Boat House" with a red star icon to its left and a three-dot menu icon to its right. Below this list is a checkbox labeled "Include Subordinate Project Hierarchies", which is highlighted with an orange circle. Below the checkbox are several input fields for "Name", "Project ID", "Project State", "Status", and "Owner", each with a three-dot menu icon to its right.

- 5 Click "OK".

The screenshot shows the same "GSI - Find Projects" dialog box. The "Include Subordinate Project Hierarchies" checkbox is now unchecked. Below the input fields is a small square checkbox. At the bottom of the dialog box are two buttons: "Cancel" and "OK". The "OK" button is highlighted with an orange circle.

6 Click on the Project that you want to amend.

GSI - Find Projects ... 하위
이력

> **Details**

4 items

Project	Project ID	Owner	Start Date
Kayaks 1903_011224 ...	P-100023	Karen Hager (001114)	01/12/2024
Rental Boats_1903_2024	P-100007	HoangNga LuTan (015120)	12/15/2023
Rental Rowboats	P-100008	HoangNga LuTan (015120)	12/15/2023
Test CER - 11-7-2023	P-100001	Mark Binsted (005205)	11/07/2023

7 Click "Additional Data" tab.

Owner [Karen Hager \(001114\)](#)

Percent Complete 0%

Status [Active](#)

Overview **Financials**

Summary **Details** Role Assignment **Additional Data** Process History Attachments

Edit

Apply Project Templates

▼ **Project Summary**

Project Name [Kayaks 1903_011224](#)

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- 8 Scroll down to "Activity" box. Enter "@" VP Name, to pull up the "search" box.

Edit

Activity (8)

Type "@" to tag someone. Post

Daniel Stoltzfus 3 months ago
HoangNga LuTan (015120) I approve of this increase.

HoangNga LuTan 3 months ago
Daniel Stoltzfus (028184)
Dan, the unit spent \$10,300 and the original approved Capital Project was for \$5,200
Please approve the increase
Thank you

- 9 In addition to VP, also include the CFO (Dan Stoltzfus) and the Business Asset Accountant (HoangNga LuTan).

3)|

Post

search

2 Results

Richard Wayland (010548) 3 months ago

Beruk Teklu (005004) 3 months ago

!0) I approve of this increase.

)
00 and the original approved Capital Project was for \$5,200
ase

10 Add in requested change and reason for change.

ylant (010548), Daniel Stoltzfus (028184), HoangNga LuTan (015120)

to request an increase from \$10,500 to \$15,000, due to upgrade in kayak quality.

Post

Itzfus

3 months ago

LuTan (015120) I approve of this increase.

LuTan

3 months ago

zfus (028184)
it spent \$10,300 and the original approved Capital Project was for \$5,200
rove the increase

11 Click "Post"

Daniel Stoltzfus (028184), HoangNga LuTan (015120)

crease from \$10,500 to \$15,000, due to upgrade in kayak quality.

Post

3 months ago

I approve of this increase.

3 months ago

and the original approved Capital Project was for \$5,200
=

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Must be approved by VP and CFO. Check back to "Activity" box to see if request has been approved.